



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received MAR 13 1974	Date Completed MAR 22 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Office of Programming Atlanta, Georgia		4. Person to Contact Jim Elwell	
		5. Working Title CE	6. Tel. No. 656-3481

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1972 -- To Date

9. Exact Series Title

Manpower Standards File

10. What is the function of the office in which this record series is created

The Division of Planning and Programming is responsible for the development of long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties, and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to establishing standards for manpower requirements for projects.

Included are manpower standards.

File is arranged numerically by standard number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Ca. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Ca. Ft. of Records			
Letter-size File Drawers	2	2		In Office(s)	In Storage Area(s)		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	15	--	--	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [XX]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ [ ]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [XX]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [XX]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [XX]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [XX]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [XX]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [XX]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [XX]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [XX] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

FHWA requirements

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] Other then:

- ☒ [XX] Hold in the current files area month(s)/ 1 year(s):
- ☒ [XX] Transfer to ☒ [XX] State Records Center ☐ [ ] Local Holding Area; hold 2 year(s):
- ☒ [XX] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Bill Bradford Date 3/11/74

26. Recommendations		<input type="checkbox"/> [ ] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>William M. Riffel</u>	<u>3-19-74</u>
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Carol Hoot</u>	<u>3-18-74</u>
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Robert H. Hill</u>	<u>3-17-74</u>